



**Mayne Island Parks and Recreation Commission  
Minutes for April 14, 2022**

5.1.2. SGI Park Commission's Treasurer Orientation April 12, 2022

Debra Bell, MIPRC's treasurer, attended the orientation.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- a) The commissioners Facebook photo
  - Will be done during the May meeting.
  - Wear parks shirt or a dark colored shirt.
- b) Lions building licencing agreement  
Insurance provision agreed to and will be signed.

5.2.2. Occupational Health and Safety

Commissioner Bell will follow up initial inquiry of CRD for policies with Justine Starke. .

5.2.3. Review and Approve Supplement to the Commissioner's Handbook

- Commissioner Bell suggested adding Danger Trees document(s).
- Commissioner Bell will review the Supplement for approval next month.

5.2.4. Trail/parking lot tree and safety policy statement (Veronica) and assessment program

The reporting of hazardous tree assessments was discussed and included the following:

- Commissioner Euper will prepare a policy statement for the next meeting.
- Forms and documents summarize the emails and detail the actions, follow ups and inspection dates.
- The Supplement document references the reporting of tree assessments and is reviewed annually.
- Commissioner Schneider will create a shared calendar system.
- Commissioner Banelis will maintain a log which will be submitted as a monthly report for inclusion in the meeting record.
- Other unrelated items requiring regular maintenance/inspection were discussed and Commissioner Schneider will investigate if software available to support this.
- Discussed the need not to limit inspections to an annual schedule. Regular as well as additional inspections were recommended as weather events may create tree hazards.
- Commissioner Bell will contact Ross Cameron at CRD for any further input regarding reporting requirements.

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- 5.2.5. Upcoming events/sponsored activities/updated application
- The photo-walk with community bus partnership was reported to have a small turnout with future plans being made.
  - Park commissioners will be informed of events scheduled in their parks.
- 5.2.6. Commissioner Retreat
- Travel to Saturna to be confirmed for June 10<sup>th</sup> or 17<sup>th</sup>.
  - Commissioner Bell to confirm with Paul Brent and check for venue.
  - Commissioner Schneider to check for Saturna Community bus.
- 5.2.7. CRD Liaison assistance  
Records management not a suitable project for the liaison but will be implemented by CRD for all commissions starting in May or June.
- 5.2.8. Volunteer BBQ – set date for August  
Scheduled for Thursday, August 18<sup>th</sup>.
- 5.2.9. Removal of Parks Master Plan from Official Community Plan; Referral and Motion

Whereas in correspondence dated March 9, 2021, the MIPRC requested the Islands Trust Mayne Island Local Trust Committee to remove the MIPRC Master plan from the Official Community Plan and having reviewed the Bylaw Referral Form re: Bylaws 186 and 187 dated March 31, 2022:

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick, approval of the amendment to the Mayne Island Official Community Plan Bylaw No. 144, 2007 to remove Schedule “H” Mayne Island Parks and Recreation Commission Parks Master Plan is recommended.

- 5.2.10 Relationship Building with WSANEC organized by CRD  
No date set for meeting tentatively scheduled for May.
- 5.2.11 Hiking and Walking Trail Brochure cover and text
- Commissioners agreed that Japanese Memorial Garden is a good theme this year to commemorate its 20<sup>th</sup> anniversary.
  - The text should be written by someone with historical knowledge of the park.
  - Don Herbert should get a featured mention.
  - Commissioners Kilpatrick and Askin will develop this project.

5.3. Committees

- 5.3.1. Information Technology
- a) Web site; organization chart; document depository
- Report received for information.

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- It was reported that Kat Ferneyhough is trying to obtain a generic email address which will be put in the brochure.
- A telephone line and internet access through CRD is being requested.

b) E- transfer update

Commissioner Bell reported that CRD will investigate whether donations via e-transfer can be made to the commission's imprest bank account.

5.3.2. Fitness Track

a) Position report/accessibility guidelines

- A report was received for information.
- Commissioner Kilpatrick will seek input and advice from a personal trainer and the financial donors regarding the selection and placement of the equipment.
- Research has been done on the companies, warranties and installation.
- Commissioners provided input they received as well as their suggestions. These included:
  - keep equipment away from the playground to ensure mostly adult users;
  - space equipment out along the track in three small stations;
  - select low profile equipment like bench, step-up and Tai-chi wheel;
  - keep open green space beside the playground;
  - do not purchase brightly coloured equipment that will stand out;
  - keep ocean views unobstructed;
  - site equipment so as to keep park photographable for weddings;
  - purchase quality not quantity;
  - do not select equipment with moving parts that could break; and,
  - keep the use of concrete for the base as limited as possible.

5.3.3. Sanitation

a) Update re: janitorial contractor

Commissioners agreed to give gift certificates as a token of appreciation for services provided to MIPRC.

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission present Mike McArter with a small token of appreciation for his work on the park washrooms.

**CARRIED**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Euper, that Mayne Island Parks and Recreation Commission present Roberto Gaudet with a small token of appreciation for his long term of service to Mayne Island Parks and Recreation Commission.

**CARRIED**

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- b) Washroom closure for maintenance/repair  
Washroom floors have been repainted.

5.3.4. Memorial Plaques

Commissioner Euper stated that a more recent suggestion was to recognize people on the future website and she and Commissioner Askin will discuss this further.

5.4. Parks

5.4.1. Miners Bay – Adrian

- a) UV light update  
Nothing to report at this time.
- b) Bandstand floor repair  
Commissioners Kilpatrick and Banelis will investigate and report.
- c) Library patio repair  
Commissioners Kilpatrick and Wright will investigate and report.
- d) Library heat pump update  
The library board is getting their own quotes. Commissioner Kilpatrick will report once he hears from them.

5.4.2. Dinner Bay

- a) Easter celebration is planned and volunteers requested.
- b) Adachi Pavilion skylight/oven
  - It was reported that the skylight was quoted at \$680 +tax. It is a simple repair, but heavy and breakable.
  - It was reported that the oven works and repair was under \$300.
- c) Donation box signs
  - It was reported that the bear sculpture is being removed and therefore no sign required.
- d) Water tank \ Garbage box
  - Water tank not addressed.
  - A new garbage box will be made for about \$300.
- e) Tractor servicing / Plumbing
  - Blades were sharpened and servicing to be done May 3<sup>rd</sup>.
  - Plumbing done – pipe replaced. Waiting for flush valves.

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- 5.4.3. Japanese Memorial Garden
- Report received for information.
  - Gates require repair.

- 5.4.4. Cotton Park  
A walk through will be done next week for dangerous tree assessment.

- 5.4.5. Emma and Felix Jack Park

- a) Update re: Islands Trust meeting on March 28, 2022; Referral and Motion

Whereas the MIPRC discussed the rezoning of Emma and Felix Jack Park at its meetings on February 10 and March 10, 2022; presented its position to the Islands Trust Mayne Island Local Trust Committee and Islands Trust staff in correspondence dated January 14 and March 25, 2022; attended the meeting of the Islands Trust Local Trust Committee on February 28 and March 28, 2022 and have reviewed the Bylaw Referral Form re: Bylaws 186 and 187 dated March 31, 2022:

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Askin  
That the Mayne Island Parks and Recreation Commission does not recommend approval of the bylaws as the proposed site-specific regulations are too restrictive which will affect proposed and future signage and the current and future anticipated uses of the park.

**CARRIED**

**Opposed:**

Commissioner Schneider  
Commissioner Wright

- 5.4.6. Anson Road/Pocket parks  
Remediation work at Anson Road and native plant relocation update: This item is deferred until the fall.
- 5.4.7. Village Bay Park  
Nothing to report.
- 5.4.8. Conconi Reef Park
- The site visit with MPEID and the geotechnical assessment were reported as efforts still in progress.
  - The tree on cable lines was reported to Shaw weeks ago.
- 5.4.9. Trail Network Development – Peter  
Report provided for information.

- a) Update previous Motion re: cost of Doreen McLeod trail work

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright that the motion that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist #000112 dated March 3, 2022 for the removal of dangerous trees and branches on the Doreen McLeod trail in Henderson Park in the amount of \$2,174.111 (including GST). The work should commence as soon as possible, adopted at the March 10, 2022 meeting, be amended by replacing the number \$2,174.11 with \$2,400.52.

**CARRIED**

- b) Kadonaga Bay trail tree estimate and Motion

**MOVED** by Commissioner Askin and **SECONDED** by Commissioner Wright, that the Mayne Island Parks and Recreation Commission approve the estimate by Brian Henneberg of island arborist #000122 dated March 31, 2022 for the removal of dangerous trees and branches on the Kadonaga Beach Access Trail in the amount of \$1,676.01(including GST). The work should commence as soon as possible.

**CARRIED**

- Commissioner Askin reported that he didn't include in the report an assessment of trees at Dinner Bay Park close to structures or buildings.
- Commissioner Banelis reported that there was a danger tree near the Adachi Pavilion and recommends monitoring it in the fall and to amend the report.

5.4.10. Village Bay and David Cove boat ramps

- It was reported that there has been some damage to Village Bay ramp. The Dept. of Fisheries and Ocean gave a list about how to do the work and the province is going to take this into consideration when tenures will be renewed. A barge could not be brought in given the current condition.
- Invasive plants at David Cove and Village Bay are to be removed.

**6. Correspondence/Meetings**

- 6.1. Continued correspondence with CRD re: boat ramp tenure renewal and DFO review.
- 6.2. Referral from Islands Trust regarding site-specific regulations at Emma and Felix Jack Park and removal of Master Plan from OCP.
- 6.3. Requests for Dinner Bay bookings from Association of Mayne Island Boaters; Mayne Island Conservancy Society; VPID. Request for Miners Bay booking from the Chamber of Commerce.
- 6.4. Email correspondence with CRD regarding volunteer hours and statistics.
- 6.5. Email from CRD regarding in-camera meetings regarding archaeological sites.
- 6.6. Email correspondence with AMIB regarding repair work at Village Bay boat ramp.
- 6.7. Correspondence to Islands Trust regarding MIPRC and the Technical Amendments OCP and LUB project.

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- 6.8. Email from resident regarding rezoning of Emma and Felix Jack Park.
- 6.9. Email correspondence with the Silver Maynes regarding storage at park facilities.

**7. New Business**

None

**8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(a) and that recorder and staff attend the meeting.**

**MOVED** by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,  
That the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and that the recorder and staff attend the meeting.

**CARRIED**

**9. Rise and Report (If any)**

None

**10. Meeting Adjournment**

By general consent the meeting adjourned at 5:20 p.m.

Original signed by

May 12, 2022

\_\_\_\_\_  
**Debra Bell, Chair**

\_\_\_\_\_  
**DATE**

Original signed by

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**Lauren Edwards, Recorder**